

April 24, 2006

309

TO: Organizational Unit Managers

FROM: 309/Human Resources Specialist, Organizational Development and Workforce Relations Branch, OHCM

SUBJECT: FY 2007 Request for Nominations for NASA's Development Programs

This is our annual request for nominations for three of NASA's Development Programs:

1. NASA's Leadership Development Program (LDP)
2. NASA's Fellowship Program
3. NASA Administrator's Fellowship Program (NAFP)

The call for these programs is combined to provide a more strategic approach to NASA's succession planning by allowing the Agency's Executive Development Educational Panel (EDEP) to assess all developmental programs against the total pool of available Agency candidates. Applications should be sent to the Organizational Development and Workforce Relations Branch (ODWRB) at Mail Stop 309 and are due as follows:

- Leadership Development Program (LDP) applications – **May 26, 2006.**
- Fellowship Program applications - **June 2, 2006**
- NASA Administrator's Fellowship Program (NAFP) applications - **September 22, 2006.**

Since the LDP and Fellowship are Agencywide leadership development programs designed to support NASA's succession planning strategy, managers should choose individuals for these programs who are expected to take on roles of broader responsibility upon their return to the Center (this does not imply a promotion). This may include increased responsibility, new assignments on Center or Agency teams, or other opportunities in which the returning participant can use and share his/her expanded learning and experience. Timing of these developmental experiences is critical to assure maximum return on investment and employee effectiveness. **All nominations must have the employee's line management sponsorship.**

The Agency EDEP has emphasized the importance of the reentry strategy as part of the application process. Applications need to reflect not just Center Management support, but also management's personal involvement in the candidate's development and how this development strengthens and aligns with the Center's succession planning strategy. As this element reflects 30 percent of the applicant's total rating, even the most qualified candidates cannot successfully compete without a strong, supported reentry strategy.

NASA Leadership Development Program (LDP)

The LDP is a 12-month leadership program designed to strengthen a participant's ability to understand Agencywide needs and the role NASA plays in supporting National goals. It is a rigorous program that challenges participants to produce and be accountable for measurable results at Center, Agency, and societal levels. There is no limit to the number of nominees managers can submit to this program.

A full description of the program including information, selection criteria, and forms related to this program are electronically available through the LDP page located at <http://ldp.nasa.gov>. Please advise your employees to carefully review the program information.

LDP nominations will not be accepted unless the nominee has attended MIP (Managing the Influence Process) or MEP (Management Education Program) or has identified the date for which they are scheduled to take one of these two courses.

The Center is instituting a new process for LDP nominations this year.

1. Employees should submit an abbreviated application, NASA Development Programs Application (NASA Form (NF) 1591, May 05) and the Supplemental Attachment: NASA Leadership Development Program (NF 1591D, May 05). **Answers should be submitted in a bullet format but contain enough information for sufficient review.**
2. To complete page 4 and question 18 of the application, employees must complete the assessment at the following website:
www.creativesolutions-home.com/nasa/lmd/Assessment/Assessments.htm
3. Blocks #26 and 27 (Center Director's Written Comments) should be left blank.
4. Langley's ERARC (Executive Resources and Awards Recognition Council) will review initial submissions and select which applications will be further developed. If selected, employees will prepare the full application including an Individual Development Plan (IDP) (NASA Langley Form 405). Full applications will be due by the end of June.

Forms are available on the LDP Web site noted above and the Langley Management System (LMS).

NASA Fellowship Program

The NASA Fellowship Program provides high potential employees with the opportunity to attend world-class academic programs as a means of enhancing their management and leadership capabilities. These programs provide an excellent opportunity for participants to study and work with individuals Governmentwide, nationally with industry participants, and globally with international students.

All documents, information, and related forms are electronically available through the NASA Fellowship Program page located at <http://fellowship.nasa.gov>. The eligibility criteria and requirements for fellowship programs can be found on Page 7 of the NASA Fellowship

Program Guide. Organizational Unit Managers are to limit their nominees to no more than one nomination per fellowship program.

This year's funding for the Fellowship Programs has been significantly reduced. The Agency EDEP has decided that due to this situation, the following Fellowship programs **will not** be offered in this 2007-2008 cycle.

- Delft Institute of Technology Master of Space Systems Engineering
- MIT Sloan Fellows Program
- Stanford Sloan Fellows Program

In addition, due to the withdrawal of scholarship funds from the National Space Club to the NASA Fellowship Program, the National Space Club Fellowships, Low, Dryden, and Webb will no longer be offered.

Fellowship nominations will not be accepted unless the nominee has attended MIP (Managing the Influence Process) or MEP (Management Education Program) or has identified the date for which they are scheduled to take one of these two courses.

Each nominee is to submit the following paperwork to ODWRB. All forms are available on the Fellowship Web site noted above and the LMS.

1. NASA Development Programs Application (NF 1591, May 05). Previous editions of NF 1591 will not be accepted. Blocks #26 and #27 should be left blank. Suggested written comments for the Center Director should be typed on a separate sheet of paper and submitted with the application.
2. To complete page 4 and question 18 of the application, employees must complete the assessment at the following website:
www.creativesolutions-home.com/nasa/lmd/Assessment/Assessments.htm

NAFP

The NAFP, an Agencywide initiative, is designed to enhance the professional development of NASA employees and science, technology, engineering, and mathematics faculty at minority institutions. As a "mission support" program, the ultimate goal is to enhance partnerships and collaborations between NASA and minority institutions that lead to increased diverse participation in NASA's overall research, development, and education initiatives.

Six Fellowships will be awarded to NASA career employees per year. During the first year, employee fellows will spend approximately 10-12 months teaching and conducting research at a minority institution. The second year, the fellows spend approximately 9-12 months in a professional development assignment(s) at NASA Headquarters, a NASA Center, a research University, an aerospace industry or other appropriate organizations. These assignments will provide NASA career employees with the experience and insight to help guide future NASA initiatives, positioning them for greater leadership responsibilities within the Agency.

Additional program information including a detailed program description, eligibility requirements, and application form are available through the NAFP Web site at <http://www.uncfsp.org/nasa/nafp>.

The ERARC (Executive Resources and Awards Recognition Council) will recommend selections for programs to the Center Director. The Center Director will have final approval and will endorse the Langley nominees. The nominations are forwarded to the Agency EDEP for final selections. Final selections will be based on the needs of the Agency, the demonstrated potential of the nominees, and the match of the individual needs with program objectives.

If you have questions or need additional information, please contact me.

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